Foreign Award and Component Tracking System (FACTS) State Department User Guide

Latest Update:

July 27, 2023

CONTACT US

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Troubleshooting support:

Please contact the eRA Help Desk:

Toll-free: 1-866-504-9552

Phone: 301-402-7469

TTY: 301-451-5939

Web:http://grants.nih.gov/support/ (Preferred method of contact)

Email:commons@od.nih.gov (for Commons Support)

Email:helpdesk@od.nih.gov (for IMPAC II Support)

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

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iv Latest Updates

Updates and new features in the Foreign Award and Component Tracking System (FACTS):

April 27, 2023

New Look and Feel

All screens in FACTS have moved to the new visual appearance adopted by other eRA modules. The capabilities remain the same. The Checklist screens will adopt the new standard features being incorporated in eRA modules, such as:

- Grid tool to specify how many table rows appear per page Grid tool — to prevent scrolling, use this tool to specify how many table rows appear per page.

- Download tool icon to export table data to Excel or PDF, or to print or export feature — Use the download tool to export table data to Excel or PDF, or to print.

- Apps menu icon to navigate to other modules Apps menu icon to navigate to other modules.

- Updated header and footer.

- Action menus and buttons are aligned to the right on all screens.

September 6, 2022

State Department users can now login to FACTS with two-factor authentication using Login.gov. See State Department Access.

NOTE: If you have not already associated the eRA account used to access FACTS with Login.gov, take this action first: Associating Your FACTS Account With Login.gov

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1 Process Flow

Users with the State Department Clearance (SDC) manager account can perform the following functions in FACTS:

- Search for State Department Clearance Requests (SDCR)
- Manage State Department Clearance Requests (SDCR)
    - Approve or return to Agency
- View State Department Clearance Request (SDCR)

2 State Department Access

State Department users can access the external FACTS system directly:

1. Navigate your internet browser to https://public.era.nih.gov/facts/sd.
2. The FACTS Login screen opens:

2.1 Login with Login.gov

NOTE: If you have not already associated the eRA account used to access FACTS with Login.gov, take this action first: Associating Your FACTS Account With Login.gov

1. After you have associated a Login.gov account your eRA account, navigate to the FACTS login screen as shown above.

2. click on the Login.gov logo: .

3. A confirmation message displays. Click **Continue** to proceed:

Confirmation Required

Access to NIH/eRA systems is available via Login.gov

- If you run into issues with login.gov or associating your login.gov account with your eRA account, please contact the eRA Service Desk at https://grants.nih.gov/support/index.html.
- You can also refer to login.gov for additional help at https://www.login.gov/help/

For additional information:
** Two-Factor Authentication: Accessing eRA Modules via login.gov

Please select Continue to be redirected to Login.gov or Cancel to return to the NIH/eRA application login page.

Continue   Cancel

4. The Login.gov login page opens:

5. Enter your Login.gov credentials (email address and password) and click **Sign in**.

6. Complete the two-factor authentication method you have set up for your Login.gov account.

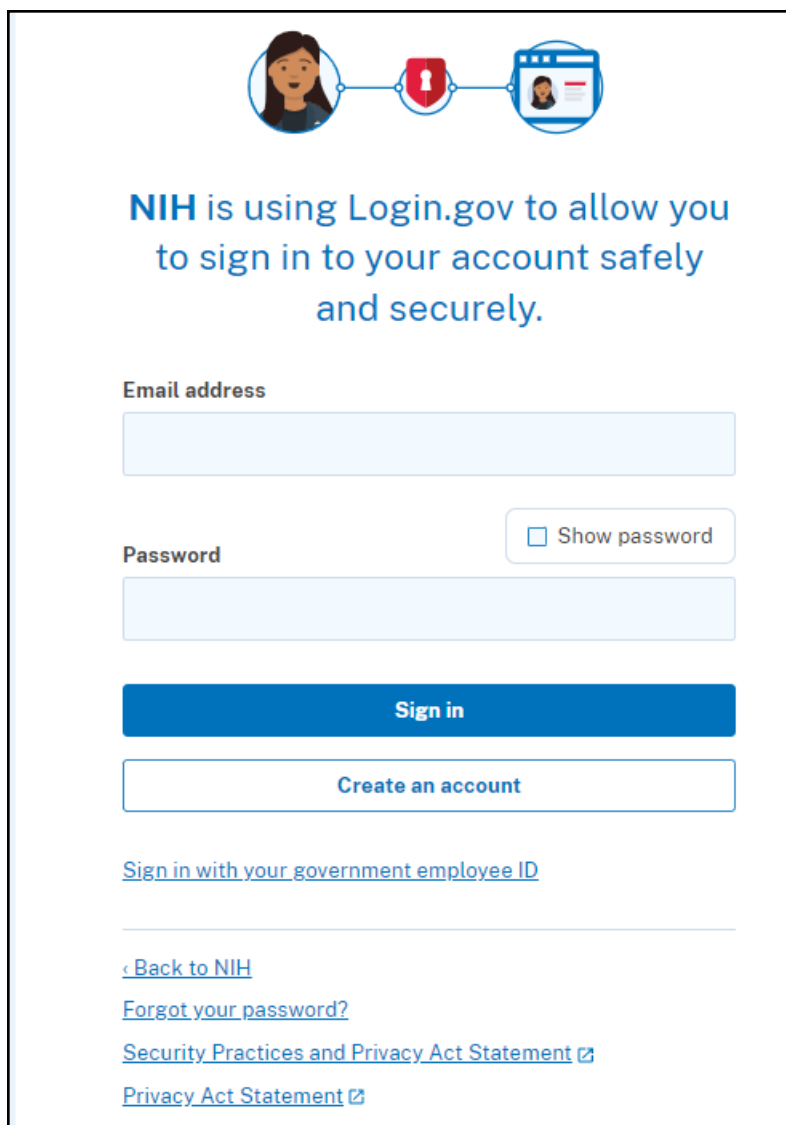Upon successful login, the SDC Search and Hitlist screen opens.

NOTE: If you run into issues with Login.gov or associating your Login.gov account with your eRA account, please contact the eRA Service Desk. You can also refer to Login.gov for additional help at https://www.Login.gov/help/

2.2 Login with eRA Credentials

1. Navigate to the FACTS screen as shown above.

2. Enter your eRA credentials (Username and Password).

3. Click the **Login** button.

Upon successful login, the SDC Search and Hitlist screen opens.

NOTE: This method is being phased out gradually and eventually the use of Login.gov will be required to access FACTS. We recommend you take the time to change to Login.gov soon, well before it is required. To get started, see the instruction here: Associating Your FACTS Account With Login.gov.

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3 Search for State Department Clearance Request (SDCR)

3.1 SDC Search and Hitlist screen

When State Department users log into FACTS, the *SDC Search and Hitlist* screen opens, as shown below.

The system automatically performs a search for all State Department Clearance Request (SDCR) records with status of *Pending State Dept Review* for the countries assigned to you. The SDCR records are sorted by the date the SDCR was submitted to the State Department, and then by *Investigator Name*.

3.2   Search for SDCRs

Users with the State Department Clearance (SDC) manager role can use this screen to search for SDCRs in their assigned countries.

For user searches, the search result is a hit list that displays SDCR records for the following statuses:

- Pending State Department Review
- Pending Agency Review (Returned by State for Clarification)
- Approved

1. To execute a search, click to open the *Search Criteria for Foreign Clearances* section:

2.

3. Enter applicable search criteria. You can select the following criteria:

- Keyword — Enter keyword, and use the radio buttons to select the type of keyword.
- FY
- Clearance Status
- Country, State/Province, City
- Clearance Type (All, New, or Renewal)
- Foreign Component Type:
  - All
  - Direct Foreign Award

       ◦ Domestic Award w/ Foreign Involvement
       ◦ Foreign Award w/ Foreign Involvement

- Project Number
- Contract Identifier
- Investigator's Name
- Investigator's Institution/Organization
- Involves Humans (All Yes No)
- Involves Animals (All Yes No)
- Project Status (All, Funded Only)
- Calculate/Display Total Estimated US Dollars by Country (Click to display the sum of the Estimated Clearance Amount per country (in US $).

3. Click the **Search** button. The *Foreign Clearances Hitlist* appears in the screen:

## 3.3 Process, View, Print, Export SDCRs

Depending on the SDCR status, the following actions display in the hit list's **Clearance ID** column:

SDCR Status	Action
Pending State Department Review	Process
Approved	View
Pending Agency Review - Returned by State for Clarification	View

SDCR Statuses and Actions

3.3.1 Actions

- **Process**— Clicking the **Process** link next to a Clearance ID opens the SDCR in the [Manage SDCR](#) screen: In that screen you can approve or return the SDCR and take other actions.
- **View** — Clicking the **View** link next to a Clearance ID opens a project's [State Department Clearance (SDC) Snapshot](#) in view-only mode.
- **Export or Print** — Use the checkboxes to select records, then click the download button to choose an export format: Excel, PDF, or Print (prints as PDF).
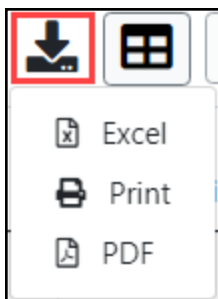
Note: In exported or printed PDFs, SDCRs are sorted by Country and Investigator Name, and each SDCR starts on a new page. The following information is displayed for each SDCR:

- Clearance ID
- Project Information
- Clearance Information
- Research Objective
- Sites

NOTE: Some countries are identified as having automatic approval capability. The system performs a process once a day and checks for SDCRs for those countries that have been in a *Pending State Department Review* status longer than the auto-approve time frame. Those SDCRs are automatically approved. They appear with the **View** hyperlink.

4.1 View State Department Clearance (SDC) Snapshot

The SDC Snapshot, shown below, opens when you select the **View** action in the [SDC Search and Hitlist](#) screen.

The upper part of the screen has information about the project, and the lower part is divided into these three tabs:

4.1.1 Status and Action History tab

If a previous State Department Clearance Request (SDCR) or requests were submitted, the Status and Action History tab displays history information about that SDCR. If the SDCR was automatically approved, the Action Performed by column displays the words: Auto Approval.

4.1.2 State Department Clearance Data

The State Department Clearance Data tab displays more detailed information about the SDCR that was submitted to the Agency or State Department. There is an email address hyperlink for the Agency contact that when clicked open an email message system screen addressed to the appropriate person.

4.1.3 Notes tab

When you click **Add Note**, the system opens a *New Note* window. Type your note and click Add Note to save it.

5 Manage State Department Clearance Request (SDCR)

5.1   SDC Form screen

The *SDC Form* screen opens when you select a **Process** action in the [SDC Search and Hitlist](#) screen.

Users with the State Department Clearance (SDC) manager account can use this screen to manage SDCRs in their assigned countries.

The upper part of the screen has information about the project, and the lower part is divided into these three tabs:

5.1.1 Status and Action History tab

If a previous State Department Clearance Request (SDCR) or requests were submitted, the Status and Action History tab displays history information about that SDCR. If the SDCR was automatically approved, the Action Performed by column displays the words: Auto Approval.

5.1.2 State Department Clearance Data

| Status and Action History | State Department Clearance Data | Notes |

Clearance ID: 204173

Agency Contact

Moody, Alastor
moodyal@nih.gov

Research Objectives

The Children's Oncology, a National Cancer Institute supported clinical trials group, is the world's largest organization devoted exclusively to childhood and adolescent cancer research. The Children's Oncology unites more than 8,000 experts in childhood cancer at more than 200 leading children's hospitals, universities, and cancer centers across North America, Australia, New Zealand, and Europe in the fight against childhood cancer. research has turned children's cancer from a virtually incurable disease 50 years ago into one with an overall cure rate approaching 80 percent today.

The Children's Oncology will design and conduct clinical trials that will continue to define evidence-based care standards, conduct laboratory investigations into cancer biology and variability in host response to treatment and translate these findings into new, more effective and less toxic treatment.

[Expand All] [Collapse All]

⌄ Foreign Country: INDIA   Clearance type: New

Project Year	Fiscal Year	Estimated Total Cost at Country
1	2014	$0
2	2015	$0
3	2016	$0
4	2017	$0
5	2018	$0
Total		$0

Site(s)

[Filter table]   2 Results of 2   ⊞ ‹ 1 of 1 ⌄ ›

	Site ID ▲	Collaborator Name ⇕	Institution/Site ⇕	Address ⇕	Phone ⇕	Email ⇕	Involves Humans ⇕	FWA ⇕	Involves Animals ⇕	Animal Assurance ⇕
▸	216528	Potter, James	Eye Institute	Hyderabad		eRATest@mail.nih.gov	Yes	Established	Not Specified	Not Specified
▸	216529	Lupin, Remus	Research Foundation	Chennai		eRATest@mail.nih.gov	Yes	Established	No	Not Specified

Cancel   [↺ Return to Agency for Clarification]   [👍 Approve]

The State Department Clearance Data tab displays more detailed information about the SDCR that was submitted to the Agency or State Department. There is an email address hyperlink for the Agency contact that when clicked open an email message system screen addressed to the appropriate person.

5.1.3 Notes tab

5.2 Actions

- **Approve**: To approve the SDCR, click the *Approve* button. A comment window will open: Add a comment for the State and IC Staff and click *Approve*.
  When the Approve button is clicked, the system sets the SDCR status to *Approved* and sends an email to the Program Official (PO), the Grant Specialist (GS), and the initiator of the SDCR notifying them that the SDCR is approved. The *SDC Form* screen closes and the system returns to the *SDC Search and Hitlist* screen.
- **Return to Agency for Clarification**: To return the SDCR to the Agency, click the *Return to Agency for Clarification* button. A comment window will open: Add a comment for the State and IC Staff and click *Return to Agency for Clarification*.
  When the Return to Agency for Clarification button is clicked, the system closes the screen and returns to the *SDC Search and Hitlist* screen. The IC staff can now access the SDCR.
- **Add Note**: To add a note, click the *Add Note* button. The system opens a *New Note* window. Type your note and click Add Note to save it.
- **Add Collaborators**: To view additional collaborators, click the *Additional Collaborators (x)* in the appropriate site section. For more information, see the Add/Delete Additional Collaborators topic.

5. **Cancel**: Click the *Cancel* button to close the screen and return to the *SDC Search and Hitlist* screen.

The screen is divided into the following three sections:

- **Project Information**
- **Status and Action History**

- **State Department Clearance Data**

The **Project Information** section displays grant pertinent information.

If a previous State Department Clearance Request (SDCR) or requests were submitted, the **Status and Action History** section displays history information about that SDCR(s).

The following hyperlinks are available in the **Status and Action History** section:

- **Expand ALL** - when clicked expands the **Action Comments** column of each Action Comment
- **Collapse All** - when clicked collapses complete text of each **Action Comments** into one line
- **more** - when clicked expands the complete **Action Comments** column(s); only available for SDCR(s) submitted to the Agency
- **less** - when clicked collapses the **Action Comments** column(s); only available for SDCR (s) submitted to the Agency

The **State Department Clearance Data/Info** section displays more detailed information about the SDCR that was submitted. There are various email address hyperlinks that when clicked open an email message system screen addressed to the appropriate person.

The following hyperlinks and buttons appear in the **State Department Clearance Data** section:

- **View/Edit Notes**
- **Approve**
- **Return to Agency for Clarification**
- **Close**

Entering comments in the **Action Comments** text box is required for **Return to Agency for Clarification** action.

6 Create/View SDCR Notes

The ability to view and/or edit notes related to a SDCR is available via the **Add Note** hyperlink on the following screens:

- State Department Clearance (ICs and FIC/DIR)
- State Department Clearance Snapshot (ICs and FIC/DIR)
- SDC Form and SDC Snapshot (State Department)

This allows notes to be added to a SDCR without a specific action being taken.

NOTE: These notes are created and viewable by the appropriate Institute/Center (IC), the FIC/DIR, and the State Department.

Status and Action History	State Department Clearance Data	Related State Department Clearances	Notes
			+ Add Note
Note Date	**Note Entered by**	**Notes**	
			Cancel

To view the SDCR's notes, click the Notes tab in the State Department Clearance Snapshot.

To create a note, follow these steps:

1. Click the **Add Note** button in the Notes tab.
2. The *New Note* screen opens:

3. Enter notes in the text box and click **Add Note**.

Clicking the **Add Note** button saves the note along with the date and the user who submitted the notes, and sends an email notification to the appropriate IC and to the FIC/DIR.

NOTE: Clicking the **Add Note** button does **not** submit the SDCR to FIC/DIR. Clicking the **Send to Agency** button on the *State Department Clearance* screen submits the SDCR to FIC/DIR.